PERSONAL PROPERTY COUNSELING CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406; 5 USC 5726; and E.O. 9397.

PRINCIPAL PURPOSE(S): Primary purpose is to ensure the member, dependent, and government employee has been briefed properly on the movement of their personal property within the Defense Transportation System. Information collected in this system may also be used in determining validity of claims for damage and improper shipments and any third party responsibility.

ROUTINE USE(S): Information contained in this system of records may be provided to a carrier, for the purpose of helping to resolve or adjudicate claims brought by Defense Transportation System users.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.

(10) Servicing/deservicing appliances. (11) Temporary storage (contractual or intransit). (12) Checking inventory at origin and destination, noting discrepancies on reverse of PPGBL, DD Form 619, and carrier's inventory prior to signing (13) Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon. (14) Member's responsibility to sign delivery documents and release them to carrier immediately upon delivery of property and completion of delivery services and annotation of discrepancies. (15) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact origin and destination ITOs if there is any change in orders or there are other factors that could affect delivery of the shipment. (17) Extra pickup or delivery charges, when applicable. (18) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of absence of member and use of Power of Attorney or informal letter of absence of member and use of Power of Attorney or informal letter of absence of member and use of Power of Attorney or informal letter of absence of member and use of Power of Attorney or informal letter of absence of member and use of Power of Attorney or informal letter of absence of member and use of Power of Attorney or informal letter of absence of member and use of Power of Attorney or informal letter of absence of member and use of Power of Attorney or informal letter of absence of member and use of Power of Attorney or informal letted of absence of member and use of Power of Attorney or informal letted of absence of member and use of Power of Attorney or informal letted of absence of member and use of Power of Attorney or informal letted of absence of member and use of Power of Attorney or informal letted of absence of member and use of Power of Attorney or informal letted of absence of member and use of Power of Attorney or informal letted of absence of member and use o	DISCLOSURE: Voluntary; however, failure to provide the requested info	ormation may delay settlement of a claim.			
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(9) Responsibility to promptly submit quality control information.	(4) Pickup and delivery dates.	(7) Carrier and Government liability.			
	(5) Preparation - Copy of Orders in each container just before closing it.	(8) What documentation given to member and its importance to him.			
	(6) How and by whom shipped.	(9) Responsibility to promptly submit quality control information.			

7. CHECKLIST (Continued)					
PART V - PRIVATELY OWNED VEHICLES (POV)	PART VI - WEAPONS AND AMMUNITION				
(1) Does vehicle qualify as a POV.	(1) Limitations and restrictions of country to which assigned.				
Authorizations, restrictions, special Host Government requirements.	(2) US Government requirements and restrictions applicable for import.				
(3) Applicable port of embarkation and debarkation; alternates if needed.	(3) Special forms and procedures; responsibilities of carriers, etc.				
(4) Preparation of POV prior to delivery to port.	PART VII - LIABILITY, CLAIMS, PROTECTION				
(5) Application and other documents required; Power of Attorney if required.	(1) Carrier, storage firm and Government liability for loss or damage.				
(6) Excess costs, when applicable; oversize; excess distance.	(2) Carrier and Government liability for mobile home. Liability for repairs				
(7) Checking inventory of items left in POV; origin and destination.	N/A enroute.				
(8) Secure lien holder's permission in required.	N/A (3) Carrier and Government liability for POV.				
(9) Responsibility to provide Port of Debarration proper address where	(4) Limitations on Government liability.				
notification of arrival can be sent; period POV can remain at port.	(5) Importance of documentation - accurate inventory exception on				
(10) Joint inspection of POV at time of delivery and pickup.	delivery, etc.				
(11) Licensing and insurance requirements of state or overseas country.	(6) Valuation of items of extraordinary value - substantial value.				
(12) Foreign manufactured POVs.	(7) Whom to see at destination in the event of loss or damage.				
(13) Delivery of POV to port by agent; special requirements for.					

8. SPECIAL INSTRUCTIONS

I UNDERSTAND THAT MY SIGNATURE IN BLOCK 9C DECLARES THAT I HAVE REVIEWED AND UNDERSTAND THE COUNSELING ITEMS MARKED ON THIS CHECKLIST ITEM 7, PART I. I FURTHER ACKNOWLEDGE THAT THE INFORMATION COLLECTED/PROVIDED BY AFPACS MAY ALSO BE USED IN DETERMINING VALIDITY OF CLAIMS FOR DAMAGE, IMPROPER SHIPMENTS, AND EXCESS COST. AS SUCH, I ACCEPT THE COUNSELING FROM AFPACS IN LIEU OF A PERSONAL/GROUP TRAFFIC MANAGEMENT OFFICE/TRANSPORTATION OFFICE COUNSELING ON THIS SHIPMENT.

9. CONFIRMATION OF COUNSELING

I understand that if I elect to ship any household goods at Government expense to a designated location when the waiting period for any type of housing at or in the vicinity of the oversea duty station is less than 20 weeks (as determined by the oversea commander), all entitlement to further shipment of such property at government expense will be exhausted until such time as I receive subsequent PCS orders returning me to CONUS or assigning me to another oversea duty station.

a. I HAVE BEEN BRIEFED RELATIVE TO THE DISPOSITION OF MY PERSONAL PROPERTY AS FOLLOWS:

a. That bell billed the art of the biol conton of with encourse the entity act of the bill act.								
(X)	YES	NO		(X)	YES	NO		
(1) HOUSEHOLD GOODS	\times		(6) MOBILE HOMES (\$150.00 limitation on repairs	s enroute)		\times		
(2) NONTEMPORARY STORAGE		\times	(7) WEAPONS AND AMMUNITION		\times			
(3) PRIVATELY OWNED VEHICLES		\times	(8) I HAVE BEEN FURNISHED A COPY OF THE PE	RSONAL				
(4) LOSS AND DAMAGE	\times		PROPERTY SHIPPING INFORMATION PAMPHL	ET.				
(5) UNACCOMPANIED BAGGAGE		\times						
b. SIGNATURE OF COUNSELOR	c. SIGNATURE OF MEMBER/DEPENDENT/AGENT		d. DATE (YYYYMMDD)					
AFPACS				20020	926	ļ		

APPLICATION F			1. DATE PREPARED (YYYYMMDD) 2	2. SHIPMENT NUMBER	
STORAGE OF PERSONAL PROPERTY						
(Read Privacy Act Statement on back before completing form.)		20020926 2 OF 2				
3. NAME OF PREPARING OFF	ICE		4. TO (Responsible Original)	gin Personal Propert	y Shipping Office)	
			a. NAME			
5. NAME OF DESTINATION P	ERSONAL PROPER	TY SHIPPING OFFICE	b. ADDRESS (Street, Suit	e Number, City, State,	ZIP Code)	
6. MEMBER OR EMPLOYEE IN	IFORMATION					
a. NAME (Last, First, Middle Initia	1)	b. RANK/GRADE	c. SSN d. AGENCY			
DOE JOHN E DOE JANE E		SSG/E-5 SMS/E-8	123456789 987654321	USAF USAF		
7. REQUEST ACTION BE TAK	EN TO TRANSPOR	T OR STORE THE FO	LOWING:			
a. HOUSEHOLD GOODS/UNACCO	MPANIED BAGGAGE	ITEMS/NO. OF CONTAIN	IERS (Enter quantity estimat	te)		
(1) POUNDS AUTH: 20500	(2) POUNDS OF PROF	ESSIONAL BOOKS, PAPI	ers, and equipment	(3) EXPENSIVE AND	VALUABLE ITEMS (Number of	
EST: 18000	(PBP&E) (Enter "N	ONE" if not applicable) 1	500	cartons) N/A		
b. MOBILE HOME INFORMATION ((Enter dimensions in fe	eet and inches)				
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT	(5) TYPE EXPANDO (Describe)	
N/A	N/A	N/A	N/A	N/A		
c. MOBILE HOME SERVICES REQU	•		1,	1		
CONTENTS PACKED	MOBILE HOME BLOCI	KED MOBILE HO	ME UNBLOCKED ST	ORED AT ORIGIN	STORED AT DESTINATION	
8. THIS SHIPMENT/STORAGE	IS REQUIRED INC	DENT TO THE FOLLO	WING CHANGE OF STA	TION ORDERS:		
a. TYPE ORDERS (X one)		b. ISSUED BY		c. NEW DUTY ASSIG	GNMENT	
	TEMPORARY	HQ USAF/ILT		HARRISBURG CT	V D7	
d. DATE OF ORDERS (YYYYMMD)		NUMBER	f. PARAGRAPH NO.		PHONE NO. (Include Area Code)	
20020916	AA-1234	W/AMENDMENTS	N/A	210-222-2222		
h. IN TRANSIT ADDRESS (Street,	Apartment Number. C	itv. State. ZIP Code) 1	L 234 ANYWHERE LANE	<u> </u>		
(2	, , , , , , , , , , , , , , , , , , , ,	<i>y,</i> ,	NYTOWN, TX 78222			
9. PICKUP (ORIGIN) INFORMA	ATION		10. DESTINATION INFO			
a. ADDRESS (Street, Apartment N		State, ZIP Code)	a. ADDRESS (Street, Ap		County, State, ZIP Code)	
(If a mobile home park, include			(If a mobile home park, include mobile home court name)			
4321 MY GARAGE			0000 AF INST OF TECH			
SAN ANTONIO, BEXAR, TX 78215 b. TELEPHONE NUMBER (Include Area Code)		HARRISBURG CTY, DAUPHIN, PA 17111- 1000 b. AGENT DESIGNATED TO RECEIVE PROPERTY				
•	wed code)					
210-222-2212 11. EXTRA PICKUP/DELIVERY	ADDRESS (If appli	cable)	SELF/ 12. SCHEDULED DATE	FOD (VVVVIAIADD)	
THE EXTRACT TORION PER	TIBBILEGO (III appiii	oubioj	a. PACK	b. PICKUP	c. DELIVERY	
13. REMARKS			20021015	20021018	20021029	
RA: SELF; INSURANCE:	Basic Coverag	e; MOTORCYCLE:	(YAMAHA, YF1500,	1500CC, 123AB	C, ABCS123S);	
WATERCRAFT: (13X8X7)			(COLT, COLT 45, 4	54545); SATELI	LITE DISH (LARGER	
THAN 3 FEET DIAMETER)	; GRANDFATHER	CLOCK				
14. I CERTIFY THAT NO OTHE	ED CHIDMENITO AN	D/OD NONTEMBODA	OV STODACE HAVE DEE	NI MADE LINDED TL	IESE ODDEDS EVCEDT AS	
INDICATED BELOW (If noi			CT STORAGE HAVE BEE	IN IVIADE ONDER TE	IESE ORDERS EXCEPT AS	
a. FROM			b. TO	c. NET POUNDS	d. POUNDS OF PBP&E	
<u> </u>				(Actual or estimated	d) (Actual or estimated)	
COLORADO SPRINGS, CO		ALLENTOWN, PA		1234	1000	
45 OFFICION TION OF OUR	AFAIT DEODONOIDII	ITIES/OTODA OF CON	DITIONS			
15. CERTIFICATION OF SHIPM I certify that I have read a	/IENT RESPONSIBIL nd understand my s	ITTES/STORAGE CON shipping responsibilitie	DITIONS es and storage conditions	s printed on the back	side of this form.	
a. SIGNATURE OF MEMBER/EMP		b. DATE SIGNED	c. ADDRESS OF CONTRA	<u> </u>		
				•		
			N/A			
d. NAME OF CONTRACTOR (Orig	gin DPM or non-tempo	rary storage)				
N/A						
16. CERTIFICATE IN LIEU OF States household goods, mobile household goods.						
a. REASON FOR NONAVAILABIL		sionai books, papels i	b. CERTIFIED BY (Signatu		оченинент ехрепзе.	
	S. SIGIRTIONE			·· - /		
N/A			N/A			
			c. TITLE			
			N/A			

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406, 5 USC 5726; and E.O. 9397.

PRINCIPAL PURPOSE(S): Primarily used for evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the member in case goods to be shipped exceed Government entitlement limits.

ROUTINE USE(S): DD Form 1299 is provided to commercial carriers and shipping agents as the official shipping and storage order.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.

CERTIFICATION OF SHIPMENT RESPONSIBILITIES

In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:

- 1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.
- 2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination.
- 3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment.

- 4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.
- 5. I understand that transportation of my mobile home and shipment of baggage and household goods within the United States are provided in Chapter 10, JTR.
- 6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.
- 7. Professional books, papers and equipment are or were necessary in the performance of official duties.

CONDITION FOR STORAGE

In consideration of said household goods being stored at Government expense, I hereby agree as follows:

- 1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement.
- 2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect.
- 3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.
- 4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage.
- 5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the

household goods, or if, after diligent effort, notice to me cannot be effected, the Government may proceed as follows: (a) place and store the household goods in commercial storage at my expense, or (b) if a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.

- 6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense.
- 7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized.
- 8. Government contracts for the storage of household goods limit the liability of the warehouseperson to \$50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.